

APPENDIX 1.

OPERATIONAL RISK REGISTER

Risk Register Name: Development of Apprenticeship Opportunities

Date Reviewed: 20th December 2011

Next Review Date: 19th January 2012

1. Apprentices could fill posts that would normally be taken by redeployees.
2. Not enough suitably qualified young people apply for the apprenticeship opportunities when advertised.
3. Insufficient suitable vacancies are identified
4. Managers do not support the program.

LIKELIHOOD				
A Very High (>80%)				
B High (51-80%)				
C Significant (25-50%)				
D Low (10-24%)				
E Very Low (3-9%)				
F Almost Impossible (0-2%)				
IMPACT	4 Negligible Impact / Benefit	3 Marginal Impact / Minor Benefit	2 Critical Impact / Major Benefit	1 Catastroph ic Impact / Exceptiona l Benefit

Objectives:

- 1 Develop and deliver a Council-wide apprenticeship programme
- 2
- 3
- 4
- 5
- 6

Risk No.	Objective No.	Risk Description		Controls (in place and effective)	Risk Rating This Qtr (after controls)	Risk Rating Last Qtr	Controls (underway or planned)		Control Owner(s)	Target Risk Rating	Target Risk Date	Risk Owner
1	1	Risk (Event)	Vacant posts allocated for apprenticeships are those which would normally be filled by Council redeployees.	Council Apprenticeship Champion and working group consistently monitoring the program.	D2	N/A	Further actions	Delivery plan for the working group to include a specific review of this position.	Colin Middleton	E2	September 2012	Colin Middleton
		Cause(s)	Increase in redeployees as Council makes financial savings									
		Consequence(s)	Support for the apprenticeship program by both Management and Trade Unions would be undermined leading to an unsuccessful pilot program.	Trade Unions to be consulted on the introduction to the program and encouraged to support the working group.			Contingencies	Council Apprenticeship Champion and working group to meet to review the issue.				
2	1	Risk (Event)	Only poorly qualified young people apply for the program and this leads to the wrong people starting and possibly failing.	Discussions with Harrow College to take place to utilise their pre-apprenticeship training programme. Discussions to take place within Harrow Skills and Employment Group to ensure the Agencies across the borough are fully cognescent with the program and the standards Required.	E2	N/A	Further actions	Regual report backs to the borough training and employability agencies via the Harrow Skills and Employment Group. Quarterly review meetings to be established with Harrow College.	Colin Middleton	F1	September 2012	Colin Middleton
		Cause(s)	Number of young people applying to go to University increasing. College, Schools and Careers/Employment Advisers do not promote the program,									

		Consequence(s)	Standard of apprentices will be poor and consequently undermine the support for the program within the Council.				Contingencies	Council Apprenticeship Champion and working group to meet to review the issue.				
3	1	Risk (Event)	Due to low turnover of staff and cuts in vacancy rate few jobs become available where apprentices can be placed.	Council Apprenticeship Champion and working group consistently monitoring the program. Service Managers to be fully engaged to ensure that the maximum number of opportunities are identified.	B1	N/A	Further actions	Council Apprenticeship Champion and working group consistently monitoring the program.	Colin Middleton	D1	September 2012	Colin Middleton
		Cause(s)	Decrease in staffing levles as Council makes financial savings.									
		Consequence(s)	None or a low number of apprentices can be taken on and an effective review of the program could not take place,									
4	1	Risk (Event)	Managers do not support the program and this leads to a low identification of post for apprenticeships and poor management of the individual apprentice.	Council Apprenticeship Champion and working group consistently monitoring the program. Service Managers to be fully engaged , through group and one-to-one meetings to ensure support. Communcation program developed including briefings to individual managers.	C1	N/A	Further actions	Council Apprenticeship Champion to correspond with Service Managers.	Colin Middleton	D1	September 2012	Colin Middleton
		Cause(s)	Managers not convinced of the benefits of an apprenticeship program at an early stage in development and delivery.									

	<i>Consequence(s)</i>	Standard of the program falls and the the Council decided not to procede with continuation or further roll out.			<i>Contingencies</i>					
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